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# Department of Defense INSTRUCTION

August 16, 1991  
NUMBER 5128.33

SUBJECT: Defense Materiel Management Board (DMMB)

ASD(P&L)

References: (a) DoD Directive 5134.1, "Under Secretary of Defense (Acquisition)", August 8, 1989

## A. PURPOSE

This Instruction establishes policy, assigns responsibilities and prescribes procedures, and designates members under reference (a) for the DMMB as an organization operating under the auspices of the Assistant Secretary of Defense for Production and Logistics. The DMMB is a senior-level management advisory board that shall provide the Secretary of Defense with the mechanism to facilitate implementation of Defense materiel management initiatives and programs to improve the performance of logistics functions worldwide.

## B. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense (OSD), the Military Departments; the Chairman of the Joint Chiefs of Staff (Joint Staff), and the Defense Agencies (hereafter referred to collectively as "the DoD Components").

## C. POLICY

The DMMB shall promote sound business practices in materiel management and develop, promote and guide the execution of DoD materiel management policies, procedures and systems.

## D. RESPONSIBILITIES

### 1. The Deputy Assistant Secretary of Defense (Logistics) shall:

a. Chair meetings of the DMMB. As appropriate, the Assistant Secretary of Defense (Production and Logistics) will chair special in-process reviews of high priority Materiel Management initiatives.

b. Establish administrative and procedural arrangements for the DMMB.

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c. Determine the agenda for the DMMB meetings, offer all members an opportunity to provide agenda topics, and ensure the DMMB issues are addressed comprehensively.

d. Designate lead responsibility for proposals and presentations.

e. Provide a forum for the review of DoD materiel management policies, procedures, systems, and programs.

2. The Defense Materiel Management Board Members shall:

a. Develop and submit materiel management issues for consideration by the DMMB.

b. Conduct studies and analyses of materiel management issues, as requested by the Chair.

c. Ensure that effective coordination takes place among the various DoD Component functional elements and other DoD functional managers to achieve OSD Defense Management Report goals and priority initiatives.

3. The DMMB Executive Secretary, appointed by the Chair, shall:

a. Prepare agendas and assemble and coordinate information for consideration by the DMMB.

b. Document and disseminate decisions on DMMB issues and recommendations, monitor their implementation, and make progress reports to the DMMB, as directed.

c. Maintain a record of DMMB proceedings. Maintain and safeguard all DMMB files and provide for their disposal, when no longer required.

d. Acquire facilities and support for conducting DMMB meetings.

F. PROCEDURES

1. The DMMB shall meet at the call of the Chair. Routine meetings shall occur monthly.

2. All DMMB issues requiring approval by the Board principals shall be provided in written draft to each member. Principals shall be allowed adequate time to review written drafts and provide recommended changes, additions, or deletions to the DMMB Executive

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Secretary and all other DMMB Principals before the succeeding DMMB meeting. The DMMB Executive Secretary shall compile all recommended changes and present them to the DMMB Chair and principals one (1) day prior to the DMMB meeting. At the DMMB Chair's discretion, priority actions may be processed informally in conjunction with the appropriate DMMB Principals.

G. EFFECTIVE DATE

This Instruction is effective immediately.

Samuel Birtan

DAVID J BERTEAU  
PRINCIPAL DEPUTY ASD(P&L)

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Membership

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MEMBERSHIP

A. The DMMB shall be composed of the following members, as designated by the individual DoD Components:

1. The Deputy Assistant Secretary of Defense (Logistics) shall serve as the Chair.
2. The Deputy Assistant Secretary of Defense (Materiel and Facilities).
3. The Deputy Assistant Secretary of the Army (Logistics).
4. The Director of Supply and Maintenance, Office of the Deputy Chief of Staff for Logistics (ARMY).
5. The Assistant Commander for Inventory and Systems Integrity, Naval supply Systems Command.
6. The Director of Materiel, Office of the Deputy Chief of Naval Operations, Logistics.
7. The Deputy Assistant Secretary of the Air Force (Communications, Computers, and Logistics).
8. The Director of Supply, Deputy Chief of Staff for Logistics, Headquarters United States Air Force.
9. The Executive Director for Supply Operations, Defense Logistics Agency.
10. The Special Assistant, Deputy Chief of Staff for Installations and Logistics, Headquarters Marine Corps.
11. The Deputy Director for Plans, Analysis, and Resources under the Chairman of the Joint Chiefs of Staff and the Joint Staff.

B. The DMMB Chair may invite representatives from other DoD Components and Government Agencies to attend specified meetings of the DMMB, as the Chair deems appropriate. Logistics Standard Information Systems (LSIS) functional Executive Agents will be included, as appropriate, when issues addressing the LSIS are considered by the DMMB.

C. Each DMMB principal shall limit his or her staff's attendance to one other person, plus necessary briefers, required for scheduled presentations.